



NEW STUDENT FERPA RELEASE PROCESS

Recording of new process walkthrough attached to marketing request.

- Login to Student Self-Service: <https://colss-prod.ec.galencollege.edu/Student?hideProxyDialog=false>
- Click name in the top right corner

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bjackson Sign out Help

Now available: Attendance Summary can be viewed by navigating to Academics -> Attendance Summary (Student Access Only). Please visit: https://files.galencollege.edu/Announcements/stutools_attendance.pdf. All time displayed is in Eastern Standard Time.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Banking Information**
Here you can view and update your banking information.
- Course Catalog**
Here you can view and search the course catalog.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**
Here you can view your grades by term.

- Select “Student Records Release”

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User Profile
Emergency Information
Student Records Release
Account Preferences
Required Agreements



- Students have the option to “Deny access to All” or to “add Person/Relationship”

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User Options • Student Records Release

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Student Records Release Information

i At Galen College of Nursing (Galen), all student education records are kept in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) which is a Federal law that protects the privacy of student education records. FERPA affords students certain rights with respect to their education records. One of those is the right to consent to disclosures of personally identifiable information contained within the student's education record. To consent to the disclosure of protected information in your education record, please complete this form and submit. If you wish to grant access to a third party, please indicate the name(s) and relationship(s) of the individual(s) below. By granting access, you are giving the College consent to release information mentioned by you. The consent submitted must specify what information to be released. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.

☐ Deny access to All

Active Relationship

i No Active Relationship Available

Add Person/Relationship

- Add Person/Relationship and “Submit” - Make note of the PIN number you set and share it with the person you have added. This will be used to confirm they are on the FERPA release.

Add Person/Relationship

First Name *	Last Name *	Relationship *	PIN *	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text" value="Please Select"/>	<input type="text" value="Enter a 4 digit PIN"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>

Access *

☐ Allow Complete Access

☒ Allow Select Access

- ☐ Admissions & Enrollment ⓘ
- ☐ Academic Records ⓘ
- ☐ Financial Aid ⓘ
- ☐ Registration ⓘ
- ☐ Student Accounts ⓘ

Disclosure Agreement

☐ I authorize the institution to disclose my information to this party